



# POLICE SERGEANT

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FLSA Status: Non-Exempt

Adopted: February 2006

Revised: November 2006, May 2007, December 2007, November 2008, September 2009, February 2011

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## **GENERAL DEFINITION**

Under direction of the Chief of Police or Police Commander, the Police Sergeant is a sworn supervisor who may be assigned to a variety of tasks within the Colma Police Department. A Sergeant must exercise independent judgment in applying the law to circumstances at hand and use initiative, practical judgment and leadership skills in emergency situations. A Sergeant will organize and assign work, inspect and brief officers, provide job instruction, evaluate employee performance, take charge at the scene of major incidents, enforce safety regulations, interpret and apply rules, regulations and law, initiate official disciplinary actions and resolve employee complaints at the first line supervisor level.

## **DISTINGUISHING CHARACTERISTICS**

The Police Sergeant is a member of the Department's management team. The Police Sergeant is an experienced sworn police officer position at the level of first line supervisor of a group of officers and/or support staff engaged in a wide variety of police officer duties involving the protection of life and property, enforcement of laws and ordinances, crime prevention and incident investigation within the philosophy of community policing. A Police Sergeant will plan, assign, coordinate and review the work of subordinates. This position will evaluate misconduct, initiate or recommend appropriate disciplinary action and deal impartially and fairly with subordinates. The incumbent will take command in disorderly situations and have primary responsibility with regard to disorderly/emergency situations involving police officers and or citizens. This individual will solicit cooperation and compliance with Departmental goals, objectives, policies and procedures, establish and maintain cooperative working relations with others and deal tactfully and effectively with the public. The Police Sergeant exercises operational or technical supervision over subordinates and provides support to ongoing operational or technical tasks. Does not exercise independent purchasing authority.

## **TYPICAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

- Detects and prevents crime, protects persons and property, controls traffic and arrests offenders
- Adheres to and enforces department rules, regulations, orders, procedures
- Oversees the care and use of Department equipment, supplies and facilities
- Reports developments or issues that may adversely affect the Colma Police Department or the Town of Colma

- Supervises the activities of subordinates, makes corrections where necessary, commends when appropriate, ensures good order, conduct and efficiency of subordinates
- Assists or instructs subordinates and takes charge when necessary
- Continually promotes teamwork and consensus building within the work place
- Develops and maintains partnership building with the residential and business community as well as the other working departments within the Town of Colma
- Oversees criminal investigations and assists where required
- Serves as District Attorney liaison
- Assists with and conducts Internal Affairs Investigations
- Ensures criminal subpoena services
- Presents crime prevention talks and lectures for merchants and citizens
- Serves as liaison with other governmental agencies
- Writes press release drafts
- Performs assigned administrative tasks and special programs
- Represents both the Town of Colma and the Colma Police Department on City, County or State committees
- Conducts training as necessary or required
- Operates patrol vehicles
- Administers first aid or CPR when appropriate
- Develops cooperative working relationships and mutual aid agreements with other local public safety representatives
- Other related duties

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern Office Technology
- Principles and practices of customer service
- Principle and practices of supervision
- Principles and practices of team building and leadership
- Pertinent Federal, State, and local laws and regulations
- Operations, services and activities of a comprehensive municipal law enforcement program
- Principles and practices of program development and administration
- Methods and techniques of criminal investigation
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs
- Principles and practices of crime prevention, suppression and law enforcement
- Modern management practices, especially those effective in promoting a positive, healthy work environment
- Use of firearms and other modern police equipment
- California driving regulations and motor vehicle operations
- English composition, grammar, spelling and math

### **Ability to:**

- Represent the Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Maintain physical condition appropriate to the performance of peace officer duties and responsibilities

- Effectively deal with personal danger
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating equipment and vehicles
- Exercise sound judgment and rational thinking under stressful circumstances
- Demonstrate intellectual capabilities during training and testing processes
- Utilize word processing and spreadsheet programs and personal computer
- Process, input, compute and reconcile financial data
- Acquire knowledge of applicable policies, codes and other functions of the Town and other governmental agencies
- Prepare and maintain accurate records and reports
- Maintain a high degree of confidentiality

## **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would likely provide the required knowledge and abilities. Typical ways would be:

### **Education:**

Must be employed as a full-time Police Officer for the Town of Colma meeting the basic personnel requirement for that position as required by the Colma Municipal Code Section 2.102.  
OR

Must have at least three years experience as a full-time sworn Officer in the State of California.  
AND

Possession of current Intermediate P.O.S.T. Certificate.

Possession of 45 college semester units are required for appointment and 60 college semester units are required to reach top step pay level as a sergeant.

### **Experience:**

Three years of experience in the police service equivalent to the level of Peace Officer or above. Proven experience as a team builder desired.

### **Licenses and Certificates:**

- Intermediate P.O.S.T. certification within the last 3 years
- Possession of a valid California Driver's License, which must be maintained as a condition of employment, as well as a satisfactory driving record
- Certification in First Aid and CPR

## **SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- Attend and participate in meetings as assigned
- Hearing and vision necessary to perform all duties of police service
- Dexterity and agility sufficient to operate and care for firearms

- On a continuous basis, incumbents must sit at a desk and in meetings for long periods of time
- Use a two-way radio
- Establish and maintain interpersonal relations with department and staff, administrators and the public
- Interpret a variety of legal codes and regulations, and accurately and effectively communicate same to the public
- Work extended and/or flexible hours including nights, weekends, and holidays
- Perform all duties listed on the job description except those determined to be incidental